

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

Purchasing/Property Records/Warehouse

817 Bill Beck Boulevard, Building 2000 • Kissimmee • Florida 34744-4495

Phone: 407-870-4630 • Fax: 407-870-4616 • www.osceola.k12.fl.us

SCHOOL BOARD MEMBERS

- District 1 – Jay Wheeler
407-390-0505
- District 2 – Marjorie Guillen- Melendez
407-922-5113
- District 3 – Cindy Lou Hartig
407-832-3999
- District 4 – David Stone, Vice Chair
407-933-2700
- District 5 – John McKay, Chair
407-957-4056



Superintendent of Schools

Michael A. Grego, Ed.D.

February 17, 2010

Dear Vendor,

Thank you for your interest in doing business with the School District of Osceola County, Florida. Please complete the attached application so that we can add your company's information to our vendor database for notification of upcoming bids.

Please send your completed application to the following address:

Purchasing Department
817 Bill Beck Blvd.
Kissimmee, FL 34744

or fax: 407-870-4616

If you should have any questions regarding the completion of this form, please do not hesitate to contact Zulema Martinez, Purchasing Records Clerk, Neil McDonald, Purchasing Supervisor or me at 407-870-4630.

Sincerely,

Cheryl L. Olson

Cheryl L. Olson, CPPO, C.P.M., CPM, FCCN
Director of Purchasing and Warehouse Services

Attachment

Student Achievement – Our Number One Priority

Districtwide Accreditation by the Southern Association of Colleges and Schools

School District Main Office: 817 Bill Beck Boulevard • Kissimmee • Florida • 34744-4492 • Phone: 407-870-4600 • www.osceola.k12.fl.us

An Equal Opportunity Agency



THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

Purchasing Department
817 Bill Beck Boulevard Kissimmee, Florida 34744-4495
Phone: 407-870-4630 Fax: 407-870-4616

VENDOR APPLICATION

Thank you for your interest in doing business with the School District of Osceola County, Florida. Please complete this application and return it via fax or mail to the Purchasing Department so that your firm can be added to the Purchasing Department's vendor database.

Company Name: _____ Date _____

Company Street Address: _____

City: _____ State: _____ Zip Code: _____ - _____

Phone Number: _____ Fax Number: _____ Federal Tax ID # _____

Bid Contact Person: _____ Email Address: _____

Official Title: _____ Company Website: _____

Related Party – Is any School Board member or employee, or the spouse or child of any School Board member or employee a proprietor, an officer, a partner or a director of this business, or do any of the above individually or in combination have a material interest in this business? ☐ Yes ☐ No

The School District has implemented a process to track specific categories of certified businesses (minority, women and/or service disabled veterans) as listed below and will accept certifications from the State of Florida Office of Supplier Diversity as well as certifications from other government agencies.

CERTIFIED BUSINESS CATEGORIES (Check One)

____ Asian American (A) ____ African American (B) ____ Hispanic American (C) ____ Native American (D)

____ American Woman (E) ____ Service Disabled Veteran (V)

*Certifying Agency Name: _____ *Certification Number: _____ *Expiration Date: _____

*Attach copy of Certification from Certifying Agency

*Complete the attached **Certified Business Program Reciprocity Affidavit** and include it with this vendor application if your firm qualifies for one of the above business categories. *Required Information

MATERIALS/SERVICES PROVIDED BY YOUR COMPANY (☒ as applicable)

Acoustical	Adhesives
Advertising	Agricultural Supplies
Air Conditioning, Heating, Ventilation Equipment	Alarm Monitoring Services
Aluminum Products	Appliances
Art Supplies & Equipment	Asbestos Removal
Athletic Equipment	Auctioneers
Audio Visual Equipment	Audio Visual Supplies
Auto Mechanics	Auto/Truck Replacement Parts
Automotive Shop Equipment & Supplies	Awards
Band Instruments	Band Uniforms
Barrels, Drums & Containers	Bathrooms
Batteries	Bearings, Brake Drums & Seats
Belts & Hoses	Bleachers
Boiler Sales & Repairs	Building Materials
Building Movers	Bus Wash
Buses	Calendar
Carpet & Carpet Supplies	Carpet Cleaners

MATERIALS/SERVICES PROVIDED BY YOUR COMPANY (<input checked="" type="checkbox"/> as applicable)		
<input type="checkbox"/>	Chemicals	Classroom Supplies
<input type="checkbox"/>	Communication Equipment	Computer Hardware & Accessories
<input type="checkbox"/>	Computer Security	Computer Supplies
<input type="checkbox"/>	Computer Training	Concession Stand
<input type="checkbox"/>	Concrete	Construction
<input type="checkbox"/>	Copy Machines	Copy Machine Supplies
<input type="checkbox"/>	Courseware Testing	Curtains & Draperies
<input type="checkbox"/>	Custodial Machines & Repair	Custodial Services
<input type="checkbox"/>	Custodial Supplies	Demolition/Land Clearing
<input type="checkbox"/>	Door Closers	Electrical Equipment & Supplies
<input type="checkbox"/>	Drafting Tables	Driver Education Vehicles
<input type="checkbox"/>	Electronic Components	Engraving
<input type="checkbox"/>	Equipment Rental	Fabrication
<input type="checkbox"/>	Fans	Fencing
<input type="checkbox"/>	Fencing Installation & Materials	Fertilizer
<input type="checkbox"/>	Film Inspection Machine	Fire Extinguisher Servicing
<input type="checkbox"/>	Fire Protection Equipment	First Aid & Safety Equipment
<input type="checkbox"/>	Flags	Floor Coverings
<input type="checkbox"/>	Floor Finishing	Floor Maintenance Machines
<input type="checkbox"/>	Food Service Appliances	Food Service Equipment
<input type="checkbox"/>	Food Service Products	Food Service Supplies
<input type="checkbox"/>	<input type="checkbox"/> Bakery <input type="checkbox"/> Dairy <input type="checkbox"/> Frozen	Forklifts
<input type="checkbox"/>	<input type="checkbox"/> Perishable <input type="checkbox"/> Staple Grocery Items	Forms, Business
<input type="checkbox"/>		Freezers, Walk-in
<input type="checkbox"/>	Fuel Tank Removal	Fuel, Oil, Grease, & Lubricants
<input type="checkbox"/>	Furniture, Classroom & School Use	Furniture, Lunchroom
<input type="checkbox"/>	Furniture, Office	Garbage Collection
<input type="checkbox"/>	Generators	Glass Installation
<input type="checkbox"/>	Graphic Arts	Ground Transportation
<input type="checkbox"/>	Gym Floors	Hardware (Industrial)
<input type="checkbox"/>	Home Economics	Industrial Arts Equipment & Supplies
<input type="checkbox"/>	Insulation	Insurance
<input type="checkbox"/>	Irrigation	Laboratory Equipment
<input type="checkbox"/>	Language Lab & Equipment	Laundry
<input type="checkbox"/>	Lawn Care Services	Lawn Maintenance Equipment
<input type="checkbox"/>	Library Books	Library Equipment & Furniture
<input type="checkbox"/>	Lighting	Lockers
<input type="checkbox"/>	Locks	Lumber, Plywood, Sheet rock
<input type="checkbox"/>	Maintenance/Service	Mats (Floor)
<input type="checkbox"/>	Specify:	Medals, Trophies & Awards
<input type="checkbox"/>	Medical Equipment & Supplies	Metal Buildings
<input type="checkbox"/>	Microcomputer Maintenance	Microfiche & Microfilm Equipment
<input type="checkbox"/>	Microscopes	Microscope Repair
<input type="checkbox"/>	Modular Buildings	Movable Lifts
<input type="checkbox"/>	Movers	Musical Instruments, Supplies & Equipment

MATERIALS/SERVICES PROVIDED BY YOUR COMPANY (<input checked="" type="checkbox"/> as applicable)		
<input type="checkbox"/>	Office Machines & Equipment	Office Supplies
<input type="checkbox"/>	Painting Equipment & Supplies	Paper (Office & Print Shop)
<input type="checkbox"/>	Partitions	Paving
<input type="checkbox"/>	Pest Control	Petroleum & Petroleum Products
<input type="checkbox"/>	Photography	Physical Examinations
<input type="checkbox"/>	Piano Tuning	Plastic Liners & Garbage Bags
<input type="checkbox"/>	Playground Equipment	Plumbing Equipment, Fixtures
<input type="checkbox"/>	Plumbing Supplies	Portables
<input type="checkbox"/>	Pressure Cleaning	Print Shop Equipment & Supplies
<input type="checkbox"/>	Printing Services	Radio & Telecommunications
<input type="checkbox"/>	Rags, Shop Towels & Wiping Cloths	Recycling
<input type="checkbox"/>	Remodeling	Rental Cars
<input type="checkbox"/>	Rental Equipment	Resurfacing
<input type="checkbox"/>	Ribbons for Typewriters & Calculators	Robes
<input type="checkbox"/>	Roofing	Safety Equipment
<input type="checkbox"/>	Scanners	Science
<input type="checkbox"/>	Seat Repair (School Bus)	Security Systems
<input type="checkbox"/>	Service Provider	Sewing Machines & Repair
<input type="checkbox"/>	<input type="checkbox"/> Architect <input type="checkbox"/> Building Contractors	Shelving
<input type="checkbox"/>	<input type="checkbox"/> Engineering <input type="checkbox"/> Environmental	Signs
<input type="checkbox"/>	<input type="checkbox"/> Pest Control <input type="checkbox"/> Testing (Water, Air, Etc.)	Sludge Disposal
<input type="checkbox"/>	<input type="checkbox"/> Well Drilling <input type="checkbox"/> Other:	Sod
<input type="checkbox"/>	Sound Systems, Components & Accessories	Sporting Goods
<input type="checkbox"/>	Stage Equipment	Storage Sheds
<input type="checkbox"/>	Storage Trailers	Surge Suppressors
<input type="checkbox"/>	Surplus Buyers	Surplus Sale
<input type="checkbox"/>	Telephone Systems	Television Equipment & Accessories
<input type="checkbox"/>	Televisions	Temporary Personnel Services
<input type="checkbox"/>	Tires & Tubes	Tools
<input type="checkbox"/>	Tractors	Training Materials
<input type="checkbox"/>	Training Services	Uniforms
<input type="checkbox"/>	Vacuums	Vehicles
<input type="checkbox"/>	Video Equipment	Vocational Furniture
<input type="checkbox"/>	Walkways	Water Supply & Sewage Treatment Equipment
<input type="checkbox"/>	Welding Equipment & Supplies	Window Coverings
<input type="checkbox"/>	Windows	Wire & Cable

Please list any other service, supply or equipment (not listed above) that your company supplies:

Please notify the Purchasing Department if any of the above information changes.

Certified Business Program Reciprocity Affidavit

By signing and submitting this affidavit and business certification copy, I acknowledge individually and on behalf of the applicant business that the applicant and I understand that:

- The attached business certification is a copy of an official business certification as issued by the State of Florida Office of Supplier Diversity or other government agency, and said business certification has not been modified,
- All information and documents submitted to the School District of Osceola County, Florida becomes an official public record. As such, the District bears no obligation to return to the applicant any items of original production or any copies of file documents,
- The applicant consents to examinations of its books, records and premises and to interviews of its principals, employees, business contacts, creditors, and bonding companies by the District as necessary for the purpose of verifying the applicant's proof of certification,
- The District may request additional documentation not requested on this vendor application, and
- Pursuant to Section 287.094, Florida Statutes, the false representation of any entity as a minority business enterprise for the purpose of claiming certification as such under this reciprocity program may be punishable as a felony of a second degree. The certifying entity may initiate such disciplinary actions it deems appropriate including, but not limited to, forwarding pertinent information to the Department of Legal Affairs and/or certifying entity's legal counsel for investigation and possible prosecution.

Further, applicant declares and affirms that ownership and management of this firm has not changed, except as indicated in the application/affidavit, during the past year since certification status was granted:

Authorized Officer Name: _____

Title: _____

Company Name: _____

Signature: _____

On this _____ day of _____, 20_____ personally appeared before me, the undersigned officer authorized to administer oaths, known to me the persons described in the foregoing affidavit who acknowledged that he/she execute the same in the capacity stated for the purpose therein contained.

In witness whereof, I have hereunto set my hand and official seal;

Notary Public: _____

Form of Identification Presented: _____

My Commission expires: _____